Approved For Release 2006/07/20 : CIA-RDP70-00211R000300330040-7

REGULATION
NO.

MANAGEMENT PROGRAMS
Draft 4/15/55

# RECORDS MANAGEMENT

## Records Systems

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1. GENERAL

This Regulation implements the basic policies and responsibilities of R[redacted] as they apply to administering a continuing Agency-wide Records Systems Program.

2. SCOPE

All components of the Agency at Headquarters and [redacted] overseas installations, except operational projects of the Deputy Director (Plans), are subject to this Regulation which concerns the selection and application of Records Systems as defined in Paragraph 3.

3. DEFINITIONS

For the purposes of this Regulation, Records Systems encompasses (all ~~(standard)~~ record~~s~~ systems, practices and devices in common use commercially & in government agencies which can be adapted to solve record problems of the Agency. These systems, practices and devices include but are not limited to the following examples:

a. Record Maintenance - Filing and Coding Systems, Automatic and Manual Sorting Devices, ~~and~~ non standard cabinets employed in the operation of a system;

b. Mail Handling - Control, Logging and Receipting Systems, Counting, Sorting and Opening Devices;

c. Records Reproduction - Microfilming and Photocopying;

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d. Posting and Recording - Business Machines, Microfilm Equipment;

e. Communications - Automatic ~~Message Transmission~~ COMMUNICATIONS Devices.

~~4. OBJECTIVES~~

~~The objective of the Records Systems Program is~~ to promote the profitable application of record systems to the record operations of the Agency.

4 ~~3.~~ POLICY

It is the policy of the Agency ~~to apply to~~ record operations those ~~standard systems, practices and devices~~ which ~~will improve efficiency, effect economies and expedite~~ results to a degree commensurate with ~~the cost of necessary changes and equipment and which do not circumvent necessary security measures.~~

5 ~~4.~~ RESPONSIBILITIES

a. The Chief, Management Staff is responsible for:

(1) Conducting studies of records systems in order to ~~recognize~~ DETERMINE ~~and recommend appropriate~~ POSSIBLE applications in the Agency and, in collaboration with other appropriate technicians, act as record systems advisor in connection with the selection, installation, and utilization of such systems.

(2) ~~Establishing and maintaining a file of brochures, catalogs, and published articles on records systems, for use in developing agency guides and in acquainting operating officials with techniques and devices applicable to their problems.~~ (2) Promote record systems applications thru the development and dissemination of guides illustrating techniques & devices for solving record problems.

~~(3) Disseminating guides, illustrating the solving of record problems through the installation of proper systems, for the purpose of sponsoring reconsideration of such problems by responsible supervisors.~~

(3) Conducting surveys of record problems in collaboration with appropriate representatives of affected agency components in order to recommend more efficient systems; assist in preparing justifications for the purchase of recommended devices; and assist in installing approved systems and devices.

b. The DD/I, the DD/P and the DD/S or their designees, are responsible for a continuing review of ~~ensuring that~~ record operations to assure ~~are~~ performance in the most efficient and economical manner and for requesting technical assistance from the Chief, Management Staff in the study of suspected problem areas.



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